



Minutes – Approved
Public Records Board
May 23, 2016; 1:00pm – 3:30pm
Legislative Audit Bureau
22 E. Mifflin St – 4th Floor Conference Rm

Board Members Present: Matt Blessing, Paul Ferguson, Anne Sappenfield, Melissa Schmidt, and Peter Sorce

Board Members Excused: Sandra Broady-Rudd and Carl Buesing

1) **Call To Order:** 1:02 PM.

2) **Approval of March 7, 2016 Meeting Minutes:** The Board reviewed the March 7, 2016 draft minutes. Peter Sorce moved, seconded by Paul Ferguson, that the March 7, 2016 minutes be approved as amended. The motion was approved.

Member	Aye	No	Abstain
Paul Ferguson	X		
Anne Sappenfield	X		
Melissa Schmidt	X		
Peter Sorce	X		
Matt Blessing	X		

3) **Comments from Chair:** The Board Chair, Matt Blessing, welcomed Anne Sappenfield, the new Designee from the Legislative Audit Bureau. He gave an update on the topics he discussed at the March 7, 2016 Board meeting. Some of the topics will be discussed in greater detail later on the agenda.

The Chair has continued to communicate with the Department of Administration's (DOA) legal counsel on general records schedule reviews and on the subject of posting RDAs to the Board's website. DOA's legal counsel has no concerns about posting RDAs to the Board website as they are submitted to the Board for approval and are signed by both the Board Chair and Executive Secretary. Additionally, it is very common practice for states to post RDAs in a similar fashion. The policy committee has met and continued discussion on several topics including the current committee structure and makeup, Executive Order #189, and posting. As the Chair continues to look forward toward 2017 he noted that the state records center staff needs to put the bulk of their energy into state agencies and the Historical Society will be reviewing their municipal manual which has not been updated since the early 1990's in an effort to further assist local units of government in their records management.

The Chair then raised a question the local records archivist receives on a regular basis from local units of government, typically law enforcement units, regarding retention of surveillance

camera footage. The Board discussed the current law. The consensus was that the most appropriate response was to advise someone asking about these types of records to consult their legal counsel.

4) Committee Reports

a. Records Management Committee:

- i) **Review of Records Retention Disposition Authorizations (RDAs) on Second Quarter 2016 Public Records Board (PRB) Record Series Index:** The Committee Chair, Paul Ferguson, remarked that the Committee meeting on April 19, 2016 was the first meeting for both Anne and Linda Barth in their new roles. He said only minor changes and amendments were made to this quarter's submissions and are notated on the index. The Committee is recommending the submissions listed on the index for approval by the Board. He noted that the submissions were sent to each Board member prior to the meeting. The Board Chair opened a discussion of the index by Board members. Board members asked a few questions about specific submissions and sought clarity on events and retention timeframes being requested. The Board Chair noted, and Board members agreed, that posting state agency RDAs to the Board website will be beneficial in providing much more detailed information than is reflected on the index. It was reiterated that the index is a summary of each quarter's submissions. The topic will be discussed further later on the agenda. Peter Sorce moved, seconded by Anne Sappenfield, that the second quarter 2016 PRB Record Series Index be approved as submitted. The motion was approved. The Committee Chair stated that the committee would like clarity in the future regarding their role in the review of local government submissions.

Member	Aye	No	Abstain
Paul Ferguson	X		
Anne Sappenfield	X		
Melissa Schmidt	X		
Peter Sorce	X		
Matt Blessing	X		

- b. **Policy Committee:** The Committee Chair, Matt Blessing, discussed Executive Order #189 issued by the Governor for Sunshine Week. The majority of the order focused on open records requests under Wis. Stat. ch 19 which is not the Board's section of the statutes. One of the main topics was directly related to records training. The committee is suggesting that the Board Chair send a letter along with the approved single page training documents to Deputy Secretaries. Anne Sappenfield moved, seconded by Paul Ferguson, that the Board Chair sends the letter out. The motion was approved.

Member	Aye	No	Abstain
Paul Ferguson	X		
Anne Sappenfield	X		
Melissa Schmidt	X		
Peter Sorce	X		
Matt Blessing	X		

The Committee Chair then led a discussion of the draft letter which was distributed prior to the meeting and asked for edits or revisions from Board members. A few minor edits were requested. Peter Sorce moved, seconded by Paul Ferguson, that the letter be approved as amended for distribution in June 2016. The motion was approved.

Member	Aye	No	Abstain
Paul Ferguson	X		
Anne Sappenfield	X		
Melissa Schmidt	X		
Peter Sorce	X		
Matt Blessing	X		

The Committee Chair noted that the Executive Secretary and State Records Center staff is already working on the options for posting RDAs to the Board website. The posted RDAs will provide full descriptions and show details of each retention event. When the RDAs are posted a footnote will be added to the index referring readers to the correct location to find more information. They should have a demonstration ready for the August meeting with a completion goal of early 2017.

The Committee is continuing to review the Board's standing committees and each of their responsibilities. The current structure was established in conjunction with a study done in 2006/2007. Much of the current committee structure was established when both the Historical Society and State Records Center expected to gain significantly more staff, but that did not happen. Additionally, the intended purposes of each committee have evolved and they are no longer what the committees focus on. Matt Blessing and Linda Barth will be working together to have an updated committee structure proposal before the next Committee meeting for their review with the intention of presenting it to the Board at the August 22, 2016 meeting.

5) Other Business: None.

Meeting Adjourned at 2:18 PM.

Next scheduled meeting: August 22, 2016.